When using the VMware View Client for Windows to run Identity Finder against your email and M drive for the first time you will need to download and install the client from [www.ccsu.edu/its/downloads](http://www.ccsu.edu/its/downloads).

1. Double click on the VMware View Client icon to open the application.

2. Connection server is desktop.ccsu.edu. On campus select the option to Log in as current user and click Connect. Off campus enter your Blue Net account username and password, verify the domain is set to ccsu_comp_srv, and click Connect.

3. Make sure that the IDFinder icon is highlighted and click Connect.

4. When the OK button comes up click OK. You will then be presented with a Welcome screen and a Preparing your desktop message.

5. At the Microsoft Outlook 2010 Startup screen click Next.

6. At the Account Configuration screen click Next.

7. At the Add New Account screen click Next.

8. When your e-mail account has been successfully configured click Finish.

9. At the User Name screen click OK.

10. Minimize your Inbox and double click on the Identity Finder icon. Enter run as the password and click OK.

11. When your password has been successfully set click OK.

12. At the Identity Finder Update screen click OK.
Use desktop.ccsu.edu to Run Identity Finder Against Email and M Drive
(Windows)

13. Identity Finder has been configured to search your email and M: drive. Click Start to begin a search.

14. When the search has finished process the results as you normally would.

15. When you are ready to log off of the virtual desktop click on the Start button and click Log off.